



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## JOB ANNOUNCEMENT

**POSITION TITLE:** Administrative Officer  
(Non-Bargaining)

**PCN:** 100142

**DEPARTMENT:** CCMEP- Northland Opportunity Center

**P. R.:** N17

**REPORTS TO:** Assistant Director

**RESPONSIBILITIES:** Assist in the administration and coordination of the Comprehensive Case Management and Employment Program (CCMEP) unit. Establish the strategy, program structure, service delivery model, policies procedures workflows and communications of CCMEP. Establish community partnerships, contracts and sub-awards. Collaborate with Workforce Development/Opportunity Centers to coordinate public assistance eligibility and work participation requirements. Maintain a comprehensive knowledge of program regulations and state laws governing the various funding sources. Assist in developing policies, procedures, program guidance and workflows.

Supervisor, assign and review work of the unit, conduct unit meetings and evaluate staff performance. Monitor performance measures and deliverables related to CCMEP. Prepare necessary summaries and reports. Collect, track, monitor and evaluate data for program operations, compliance and for audit purposes. Answer questions from customers, staff and other agencies.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business or related field with three (3) years of office administration or related experience; or any equivalent combination of training.

**STARTING SALARY:** \$27.58 per hour, plus a Comprehensive Benefits Package  
180 day probationary period

**DATE POSTED:** Thursday, June 8, 2017

**DEADLINE TO APPLY:** Wednesday, June 14, 2017

If interested, please go to <https://hr-boc.franklincountyohio.gov/> and apply on-line.

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